

POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL GUARD
FAMILY READINESS PROGRAM
-FRG LEAD VOLUNTEER POSITION-
Revised: 2/2013

I. Description. The Family Readiness Group lead volunteer is a statutory volunteer serving in an official capacity in direct support of Service Member & Family Support – Family Readiness Program and as a member of the unit commander's special staff. The lead volunteer collaborates with and supports the unit Commander in order to maintain a Family Readiness Program within the unit helping to prepare Families for the challenges of military service. The Lead volunteer serves as the link between Commander and Families to convey Families needs and concerns.

For further guidance/support contact Family Readiness at 605-737-6089/737-6310/357-2970 or email at ng.sd.sdarnng.list.frsa@mail.mil

II. Chain of Command/Concern. Accountable to the unit commander and State Family Readiness Director or their representatives, your Family Readiness Support Assistant.

III. Qualifications.

- A. Believe in and support the National Guard Family Readiness Program
- B. Enthusiastic and positive with good communication and interpersonal skills
- C. Good organizational and supervisory skills
- D. Willing and able to take appropriate training for the position and update periodically
- E. Complete volunteer application process

IV. Major Responsibilities. Assist the commander, the Unit, and Family Readiness Group (FRG) volunteers to ensure the following tasks are completed and maintained:

- A. In collaboration with the unit commander, ensure a sanction (Family Readiness Plan) for the unit's FRG is completed and proper distribution is made.
- B. Ensure the Family Readiness Group Telephone Tree and Email Distribution Lists are maintained.
- C. Recruit family and service member FRG volunteers, ensure they complete volunteer application process, and provide them guidance and support.
- D. Assist with the maintenance of the unit's Family Readiness Binder to ensure that it is complete and current for unit inspections.
- E. If the FRG has a Checking Account, ensure the account is maintained according to military guidance.
- F. Help maintain a unit Family sponsorship program for new Families in the unit.
- G. Help ensure Resiliency training for Families is incorporated into the Yearly Training Schedule for the unit and coordinated.
- H. Assist the commander and unit personnel in coordinating and presenting periodic, informational briefings to Family and service members.
- I. Represent Guard Families in meetings, workshops and conferences.
- J. Ensure required volunteer and FRG paperwork is completed and proper distribution is made, e.g. treasurer reports, FRG sanction, FRG duty appointments, copies of newsletters, and telephone tree to your Family Readiness Support Assistant.
- K. Assist the unit and other volunteers in planning and coordinating activities for unit members and their families.
- L. Assist the unit during the unit's annual Soldier Readiness Processing Exercise by helping service members complete the Service Member Family Information Form (SDNG 600-12-11R)